

INVITATION TO BID

HOLIDAY DECORATION & LIGHTING SERVICES

CITY OF GREENVILLE

NORTH CAROLINA



Find yourself in good company

Pre-Bid Meeting: Thursday, October 15, 2015 @ 9:00 AM
5 Points Plaza (by the clock)
Corner of 5th & Evans St., Greenville, NC

Bid Due Date: Thursday, October 22, 2015 @ 2:00 PM
Public Works Administrative Building
1500 Beatty Street, Greenville, NC

Contact Persons:

Questions regarding the bid package:

Mrs. Angelene E. Brinkley
Purchasing Manager
Telephone: 252-329-4462
Fax: 252-329-4464
Email: abrinkley@greenvillenc.gov

Questions regarding the specifications:

Mr. Mike Watson
Building Facilities Coordinator
Telephone: 252-329-4921
Fax: 252-329-4844
Email: mwatson@greenvillenc.gov

INVITATION FOR INFORMAL BID ON

Holiday Decorations & Lighting Services SCOPE OF WORK

The person firm or corporation making a proposal shall be submitted in a sealed envelope to *Mike Watson, Building Facilities Coordinator*, at the Public Works Administrative offices located at 1500 Beatty Street, Greenville N.C., 27834, on or before the hour and day stated on the attached bid request form. The words *Bids Enclosed, Holiday Decorations & Lighting Services* and the name *Mike Watson* shall appear on the outside of the sealed envelope. The estimate may also be mailed but must be received prior to the time and date stated on the attached bid request form.

All bids will be marked with the date and time they are received by reception staff. Bids will be opened and evaluated and a bid tabulation will be available upon request once the contract is awarded to the successful bidder.

The bidder shall insert the required responses and supply all the information as indicated on the Bid Form. The prices inserted shall be net and shall be the full cost including all factors whatsoever. Any bids not submitted on such forms provided will be considered unresponsive.

No bid may be changed or withdrawn after the time of the bid opening. Any modifications or withdrawals requested before this time shall be acceptable only when such request in writing is made to *Mike Watson, Building Facilities Coordinator*.

The City of Greenville reserves the right to reject any and all bids, to waive any formalities, and to accept the bid or any portion thereof that is deemed most advantageous to the City. Any bid submitted will be binding for 60 days after the of the bid opening.

The scope of work attached represents the minimum specification or description of work to be purchased or contracted. These requirements are not intended to prevent fair responses or to eliminate competition, but they are intended for the protection of each and every bidder to insure, if possible, that all bids submitted shall be upon a fair and comparable basis.

It is expressly understood by the bidders that written notice of award and/or receipt of purchase order will constitute agreement by the City to consummate the transaction and will serve together with the proposal, scope of work, and these instructions as the entire form of contract between the parties except in cases where formal contracts are warranted.

Each bidder shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in this proposal for any reason of personal gain.

Minority and/or Women Business Enterprise (MWBE) Program:

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of MWBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned firms whenever possible.

Questions regarding the City's MWBE Program should be directed to the MWBE Office at (252) 329-4862.

Equal Employment Opportunity Clause:

The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Greenville, NC. By submitting qualifications and/or proposals, the firm is attesting that they are an Equal Opportunity Employer.

Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation tax from which the City is exempt.

Vendors must maintain workers compensation, general liability and vehicle insurance for duration of the project that comply with City of Greenville and per the North Carolina General Statutes minimum limits.

New vendors must complete a City of Greenville vendor application and obtain a business license. A W9, copy of insurance certificates, copy of business license and new vendor application must be submitted once contract is awarded.

The City of Greenville has adopted a Local Preference Policy, Resolution No. 056-13, and a Professional and other Services Policy, Resolution No. 057-13 that will pertain to this project. For more information please see the City of Greenville's webpage at www.greenvillenc.gov/financialservices/purchasingdivision.

Questions regarding any part of this bid or if your firm is unable to bid for any reason please send an email to Mike Watson at mwatson@greenvillenc.gov.

The contract period will be for three (3) years, starting in November 2015 and ending in January 2018. The City reserves the right to extend the contract annually for up to one (1) additional year if the City and contractor agree.

A mandatory pre-bid meeting and work site visit will be held on Thursday, October 15, 2015 at 9:00 am at the following location:

*5 Points Plaza (by the clock)
Corner of 5th & Evans
Greenville, NC 27834*

A sample bow, wreath and a tree light strand will be available for viewing at the site visit meeting.

Holiday Decorations & Lighting Service

SCOPE OF SERVICES

1. GENERAL REQUIREMENTS

The Contractor shall provide timely and professional services in accordance with the requirements and provisions specified herein.

The Contractor shall work closely with the City of Greenville Buildings & Grounds Division to assure quality services in all specified areas.

2. PERFORMANCE REQUIREMENTS

- A.** The Contractor shall employ workers that are competent and properly trained to perform the required tasks.
- B.** The Contractor shall be responsible for coordinating, scheduling and supervising all work activities to assure compliance and deadlines specified herein. The complete installation and removal shall follow the attached time schedule in Exhibit “C”.
- All lights must be installed, repaired and working by the end of the day of the Thursday after Thanksgiving of each year. Lights are to be picked up by the Contractor at Public Works or designated locations. Dusk to dawn sensors will be used.
 - The skyliner and 14’ artificial tree shall be installed by the end of the day of the Thursday after Thanksgiving of each year.
 - All Christmas Wreaths can start to be installed on the Monday prior to Thanksgiving and must be completely installed on traffic arm masts by the Thursday after Thanksgiving of each year.
 - Wreaths, bows, skyliner and 14’ artificial tree shall be removed the first full week of January. Lights installed on the live trees are to remain in place. All items shall be returned to Public Works or designated locations.
 - All existing attached banner arms are to be removed and collected and then reinstalled following the removal of wreathes and bows.
- C.** All work is subject to inspection by the City for compliance with these specifications. All incomplete or improperly performed work shall be rectified immediately.

- D.** All workers shall wear ANSI compliant safety vests at all times when performing the requirements of this contract. Vehicles employed to perform any specification of this contract shall be equipped with activated amber rotating, flashing, or strobe lights. Vehicle hazard warning signals are not an acceptable alternative.
- E.** The City shall withhold payment for work that is deemed incomplete or improperly performed during this project. The Contractor shall be required to meet all tasks of this contract during the specified timeline for each. Failure on part of the Contractor to perform all tasks in accordance with the specifications may result in non-payment of those services not deemed to be performed to an acceptable standard. Any repeated failure to corrected noted deficiencies shall result in cancellation of this contract.

MATERIALS

A. SUPPLIED BY THE CITY

- Power supplies at the locations
- 23' long strands of LED lights. 15' – 18' up & down main leaders of Crape Myrtle trees. 10 trees total for a total of 150 strands.
- 1 – 80' skyliner
- 39 wreaths
- 78 bows
- 39 photo eyes
- 1 – 14' tall artificial tree with lights

B. SUPPLIED BY THE CONTRACTOR

- All equipment required for decoration of the landscaping and mast arms, to include a boom lift to use for trees at locations as applicable.
- All material needed to repair any existing lights on the trees.
- All plastic wraps, plastic bags and waterproof tape to wrap and tape each extension cord connection to prevent water infiltration.
- All twist ties, clips or other devices needed to attach the lights to the landscaping/hardscape. Acceptable colors for the fasteners shall be clear, black or dark green. A Building & Grounds representative must approve fastener type and color. All fasteners to the tree limbs must not be tight but loose enough for tree growth for 2 years.

Lighting Locations:

- Evans Street from 10th to 3rd Streets
- 5 Points Plaza at the corner of 5th and Evans Streets

INSTALLATION AND REMOVAL

The Contractor shall be responsible for installing all lights at the locations listed above and ensure proper working condition by the Thursday after Thanksgiving of each year. All lighting must be placed in the landscaping by wrapping the lights in a circular fashion around the entire height of each tree to include trunk and branches noted to create a uniform lit appearance.

The Contractor shall repair and troubleshoot any electrical problems with the strands of existing lights when they are on the trees. If there appears to be a problem with the City provided outdoor outlets; the Contractor shall notify the Building & Grounds Superintendent so that the problem can be solved.

NOTE: The repair of ten (10) stands of existing lights per year shall be included in the base bid by the Contractor. There will be a per strand price that will be given for any that need repair over the per year allowance. Another per strand price will be included if a strand needs to be replaced.

The Contractor shall not overload any circuit with more lights than can safely be accommodated by that circuit. If a licensed electrician determines that this has occurred, the Contractor shall be responsible for removing the extra strands and moving the remaining lights to create a uniformly lit appearance.

The Contractor shall inspect the lights and provide maintenance/repairs upon (2) hours notice from time of installation through January 1st of each year.

All lights installed in the trees are not to be removed once installed.

Safety Requirements

No lane closures are permissible during daylight hours. Requests to the City of Greenville must be made several days in advance and permission granted for lane closures 7pm-7am. The public must be notified of closure times in advance via a press release. **There should not be a need to close lanes for this project.**

Appropriate warning signs must be used to notify motorists of work ahead and traffic cones placed to direct traffic around working crews.

Insurance/License Requirements

The Contractor shall have a valid City of Greenville Business License, as well as provide a certificate of insurance and maintain at all times the following minimum insurance coverage and amounts per incident:

Worker's Compensation Insurance:	Statutory Amount
Aggregate General Liability Insurance:	\$1,000,000.00
Comprehensive Vehicle Liability	\$1,000,000.00

Additional Requirements

The Contractor shall be responsible for repairing damage to landscaping, power boxes, sidewalks, roadways or other fixed objects if damage is incurred as a result of his/her actions or negligence.

The Contractor shall be responsible for proper disposal of trash and debris created by this project.

Fill out the required reference and contractor information on the attached form and turn in at the time of the bid.

Time Schedule			
<i>Year</i>	<i>Start Hanging Wreaths</i>	<i>Completed By</i>	<i>Removed During</i>
2015	November 23, 2015	December 3, 2015	January 4, 2016 – January 8, 2016
2016	November 21, 2016	December 1, 2016	January 2, 2017 – January 6, 2017
2017	November 20, 2017	November 30, 2017	January 1, 2018 – January 5, 2018

Dates are subject to change per the discretion of the City of Greenville. The Contractor will be notified in writing of any changes in the dates.

**BID FORM
HOLIDAY LIGHTING SERVICES**

We have reviewed the specifications for this contract and can comply with all requirements therein. If selected by the City of Greenville, we shall provide the required and specified services for the total sum of \$_____ per year. Unit pricing is as follows:

	Unit Cost
Repair of 10 existing Light Strands on the Crape Myrtle Trees per year	\$
Installation and Removal of 39 Wreaths and 78 Bows per year	\$
Installation and Removal of Skyliner per year	\$
Installation and Removal of 14' Artificial Tree with Lighted Panels per year	\$
Total Cost Per Year	

Cost to repair an existing light strand over the 10 allowed per year: \$_____ ea

Cost to replace a damaged light strand in lieu of repair: \$_____ ea

Bid reviewed, prepared and submitted by-

Company Name: _____ **Date:** _____

Signed: _____ **Addenda:** _____

Print Name: _____

REFERENCE INFORMATION

All bidders shall provide a list of three (3) client references of similar work. The reference information shall include the company's name, a contact person's name with his or her title and their telephone number. Contractor shall provide the information below with their bid sheet. Contractor shall be experienced in projects of similar construction.

1. **Company name:** _____

 Contact person: _____

 Title: _____ **Phone No.** _____
2. **Company name:** _____

 Contact person: _____

 Title: _____ **Phone No.** _____
3. **Company name:** _____

 Contact person: _____

 Title: _____ **Phone No.** _____

CONTRACTOR INFORMATION

Contractor shall provide the information below with the bid sheet.

CITY OF GREENVILLE CONTRACTOR DATA FORM

Company Name: _____

Address: _____

Phone Number: _____ **Cell Number:** _____

Email: _____ **Fax Number:** _____

Tax ID: _____

Corporation or Partnership: _____

Number of Years in Business: _____